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DA 88-1392
30 June 1988

MEMORANDUM FOR: Director of Central Intelligence
FROM: R. M. Huffstutler
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 30 June 1988

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3. A team of college professors from the American Council of Education last week reviewed and approved for college credit two of the Office of Training and Education's (OTE) courses on contracting. These are the first OTE courses to be approved for college credit.

4. On 22 June, OTE's Executive Development Program held its first Current Issues Seminar, "The Impact of the INF Treaty on Intelligence."

5. The Office of Finance recently briefed the Senior Contracting Officers Seminar on the "Changes to the Prompt Pay Legislation and New Invoicing Procedures" as part of its educational program to assure compliance with the Prompt Payment Act.

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6. The Office of Information Technology (OIT) last week began telephone service using the New Headquarters Building (NHB) switching equipment. OIT also moved secure voice equipment -- including Secure Telephone Units (STU-II), custom interface equipment and voice attendant operations equipment -- from the Original to the New Headquarters Building with no service interruptions.

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8. The Office of Logistics (OL), in cooperation with the Equal Employment Opportunity Office and the Office of General Counsel, has inaugurated a program to donate excess office furniture and furnishings to Historically Black Universities. Sojourner Douglas University of Baltimore, Maryland, recently received a truckload of metal chairs, desks, and accessories.

9. OL has begun reallocating parking to accommodate the move of the Office of Technical Services to the New Headquarters Building next week. The opening of Level 3 of the Parking Deck and West Lot 3, coupled with the assignment of permits for the newly surfaced area of the South Parking Lot, will add some 1,250 new parking spaces on the Agency compound.

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R. M. Huffstutler

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